

OXSPRING PRIMARY SCHOOL

BREAKFAST & AFTER SCHOOL CLUB



Information Booklet
May 2015

Oxspring Primary School Breakfast Club and After School Club are an extended Out of Hours service which is available to all its pupils from 7:30 am until 8.45 am and 3:30 pm until 6:00 pm 5 days a week, Monday to Friday during the school term. Should the school be closed for any reason i.e. Inset Day the Breakfast Club will also adhere to this closure. This club will be supervised by school staff and managed by Mrs S Irwin the Head Teacher of Oxspring Primary School.

Any child accessing this facility will be charged:

Breakfast Club 7:30 am – 8:45 am £5.00 per day including toast/cereal/drink

After School Care 3:30 pm – 6:00 pm £7 per day including snack and drink

Both sessions £11.50 per day

If you have more than one child in school we can offer a reduction of 50p per session for the second and third child.

Club Rules

- Children are expected to exercise self-control in their general conduct. They are encouraged to be courteous and to behave in a manner, which is in the best interests of the Clubs, School and the people in it.
- The ethos of the Club is to create a warm and safe environment where children play. Learn and have fun. A full range of activities are on offer and will include Arts & Crafts, Sports, Music and Computer Games etc.

Whenever the Headteacher feels it necessary, she will consult with parents over the behaviour of their child, so that any problems can be approached in an atmosphere of mutual understanding.

Children causing problems, using difficult or unacceptable behaviour will be removed from the situation and in extreme circumstances excluded from The Club. Staff will talk to the child about their behaviour and explain why it is unacceptable. If their behaviour continues to cause problems or danger to themselves or others their parents will be informed of The Club's intention of exclusion.

Arrival and collection of children

Breakfast Club – Children MUST be delivered to The Club Staff and signed in. Children MUST NOT be dropped off in the playground under any circumstance.

At 8.45 a.m. the children will be taken to their relevant class line to await their class teacher.

After School Club – the children must be collected before or promptly at 6:00 pm and signed out by a parent or nominated representative.

Emergencies

If you have an emergency and you need to contact the Club the mobile number is 07785182451. Please be aware that connectivity is not always very good.

Non attendance – If a place has been booked and the child does not attend for whatever reason ie sickness or holiday, the full fees are still payable.

In the case of severely bad weather the fee will be reimbursed if the school has been officially closed.

Depending on School having an up-to-date mobile telephone number for the parent with 1st priority and the particular network connectivity – any urgent school closure will be texted to you via our SchoolComms system.

Admissions – We are registered with Ofsted with a maximum of 16 pupils in each session. Places will be allocated on a first-come-first-served basis. Extra consideration will be given to a child who already has an older sibling attending the club. If demand exceeds places a Waiting List will be used.

Health and Safety

The Club will ensure that appropriate health and safety standards are maintained at all times, and will adhere to the school Health and Safety Policy.

Prior to attending The Club a registration form must be completed for each child. This must include, home address and telephone number, parents work contact number, mobile number and a named adult an emergency contact number. Please remember to inform staff if you change any of your telephone numbers.

Security – The Club will ensure that all children are safe to play. The school's security policy is regularly reviewed, ensuring that a safe working environment is provided for staff, pupils and visitors. The Headteacher and Caretaker complete a health and safety audit every term, which is reported to the Governor meetings. Parents who are aware of any Health and Safety risks should report these to the school office. All external doors are secured.

Premises – The building will be maintained by Oxspring Primary School and the Club will work with them to continue to meet the legal requirements of The Children's Act 2004.

Evacuation procedure – The evacuation procedure is that all staff and children leave the building on hearing the alarm. The procedure is displayed in The Club. An evacuation drill will be carried out on a regular basis and documented. Fire alarms are tested every week.

Child illness – Children who are ill with infectious diseases should not attend the Club. If a child becomes ill while in the Club parents will be contacted and asked to collect their child. Children who have had diarrhoea or vomiting should stay at home 48 hours after the symptoms have stopped.

Medicine – If your child has been **prescribed** medicine by a doctor please obtain the necessary form from one of the Club Leaders. The form must be completed by the parent as relevant, before any medicine can be administered.

Food preparation – Food will be prepared within health and hygiene requirements at all times.

Safeguarding Procedures – The Club staff have been vetted in line with the Department for Education Safeguarding procedures. Mrs S Irwin is the designated Safeguarding Leader.

Training – All staff have individual training and development plans and continue to update their skills and knowledge.

Child Protection

As Childcare providers we have a duty of care to ensure children are safe and do not come to any harm. If children attending the Club arrive with cuts and bruises or any other injury notes will be made by staff and given to the Club Leader. The child will be observed as we know children do often get accidental injuries. Any serious concerns will be discussed with parent, the School head and if necessary passed onto Social Service where appropriate action will be taken. The Club operates Barnsley M B C Safeguarding Children's Policy. Details can be given to Parent/ Carers on request.

Complaints Procedure

The Club aims to provide good quality care but in the event anyone is unhappy with any area, The Club will endeavour to solve any problems.

If you are unhappy with anything no matter how small please contact Mrs S Irwin - Head Teacher to discuss the problem and agree a solution. If you are not satisfied with the actions taken by the school you will be advised to follow the School's Complaints policy and procedures. All complaints will be taken seriously and dealt with confidentially.

Payment

Parents will be expected to pay all fees in advance. Cheques should be made payable to **Oxspring School BMBC**.

If your child is absent through sickness or holiday **fees will still apply**.

One month's written notice will be required to cancel your child's place. This place can then be offered to the next child on the waiting list.

If you want to pay all or some of the fees with Childcare vouchers it will be your responsibility to arrange this with your employer, but you will need to give the School Office details in order that we can register with the specific voucher provider.

You may also be able to claim back Childcare Working Tax credits depending on your financial situation. (HMRC – Application Form Credits Helpline – 0845 300 390)